

COVID-19 Online Waiver Request Submission

Pursuant to section 2202(a) of the Families First Coronavirus Response Act (the Act) (P.L. 116-127), and in light of the exceptional circumstances surrounding COVID-19, USDA FNS has established additional nationwide waivers published in April, available to schools/sponsoring organizations that elect to use them. National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP) and Seamless Summer Option (SSO) Sponsoring organizations will need to make additional waiver determinations via the online Child Nutrition Program Website, located at <http://cnp.doe.louisiana.gov> . **Note that log-in is required to complete this process.**

Meal Pattern Waiver: Ability to waive specific meal pattern requirements, as needed, to support access to nutritious meals when certain foods are not available during this emergency. This waiver applies to the National School Lunch Program (NSLP/SSO), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP). [Extension provided.](#)

Non-congregate Feeding Waiver: Ability to serve meals outside of the standard group setting to minimize potential exposure to COVID-19. [Meal Delivery flexibility](#) falls under this waiver. This waiver applies to the NSLP/SSO, SBP, CACFP, SFSP.

Meal Times Waiver: USDA FNS has provided a nationwide waiver to support access to nutritious meals outside of the designated meal periods to minimize potential exposure to COVID-19. This waiver applies to the NSLP/SSO, SBP, CACFP, SFSP.

Parent/Guardian Meal Pickup Waiver: This waiver allows parents/guardians to pick up meals for their children without the child being present. A documented process for linking parent/guardian to a student must be in place to maintain program integrity. This waiver applies to the NSLP/SSO, SBP, CACFP, SFSP.

Activity Requirement in Afterschool Care Waiver: The requirement for an educational or enrichment activity when serving an afternoon snack/meal under the National School Lunch Program (NSLP) or Child and Adult Care Food Program (CACFP) has been waived. This applies to afterschool snack in NSLP and for At Risk Supper in CACFP

Monitoring Requirements for SFSP: USDA FNS has issued flexibility to waive certain onsite monitoring requirements for SFSP.

Monitoring Requirements for CACFP: USDA FNS has issued flexibility to waive certain onsite monitoring requirements for CACFP.

FSMC Contract Duration: Nationwide waiver allows flexibility for FSMC contracts that may expire by or around June 30, 2020, may be extended through SY 2020-2021 (June 30, 2021). This waiver applies to the NSLP/SSO, SBP, SFSP.

Local Wellness Policy Triennial Assessment: Nationwide waiver to support schools unable to complete a triennial assessment of the local wellness policies by June 30, 2020. This waiver applies to the NSLP and SBP.

Area Eligibility for Closed Enrolled Sites Waiver: This waiver allows closed enrolled sites to be determined eligible through area eligibility (through applying free and reduced (F/R) eligibility or Community Eligibility Program (CEP) data to establish free meals). This waiver applies to the NSLP/SSO and SFSP.

First Week Site Visits in SFSP Waiver: FNS waives the need for sponsors to make a site visit during the first week of operation if the site has operated successfully in the previous year. This waiver applies to the SFSP program.

Offer Versus Serve (OVS) Flexibility in SFSP: During the current pandemic, sponsors are allowed to follow the SFSP Offer Versus Serve Option with the SFSP Meal Pattern.

Meal Time Restrictions Waiver: USDA FNS has provided a nationwide waiver to support access to nutritious meals outside of the designated meal periods to minimize potential exposure to COVID-19. This waiver begins July 1, 2020, and remains in effect through 9/30/2020. This waiver applies to the NSLP/SSO and SFSP.

Seamless Summer Option (SSO) and Summer Food Service Program waivers can be submitted through the Child Nutrition Program website (<http://cnp.doe.louisiana.gov>) under the designated program tab. Log-in access is required in order to access the COVID-19 waiver feature.

1. Click **COVID-19 Waivers** on the program list to access the available waivers.



The screenshot shows the Louisiana Department of Education (LDE) website for Child Nutrition Programs. The header includes the LDE logo, the CNP logo, and the text "Louisiana Department of Education". Below this, the "Our Vision" and "Our Mission" statements are displayed. The main navigation bar includes links for "Home", "CACFP", and "School Food Service". The left sidebar contains a list of links: "To Do List", "COVID-19 Waivers", "Reports", "Agreements", "Authorized Contacts", "Forms", "Claims", "Manager Certification", "Seamless Waiver", and "Verification Summary". The "COVID-19 Waivers" link is highlighted with a blue circle. The main content area displays a "Welcome to School Food Service Program" message and a list of "Important Notices and Instructions" including links to various guidance documents. At the bottom, contact information for technical assistance is provided.

Louisiana Department of Education
Child Nutrition Programs
Office of Student Programs
Division of Nutrition Support

Our Vision: To create a world-class education system for all students in Louisiana
Our Mission: Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market

Home CACFP School Food Service

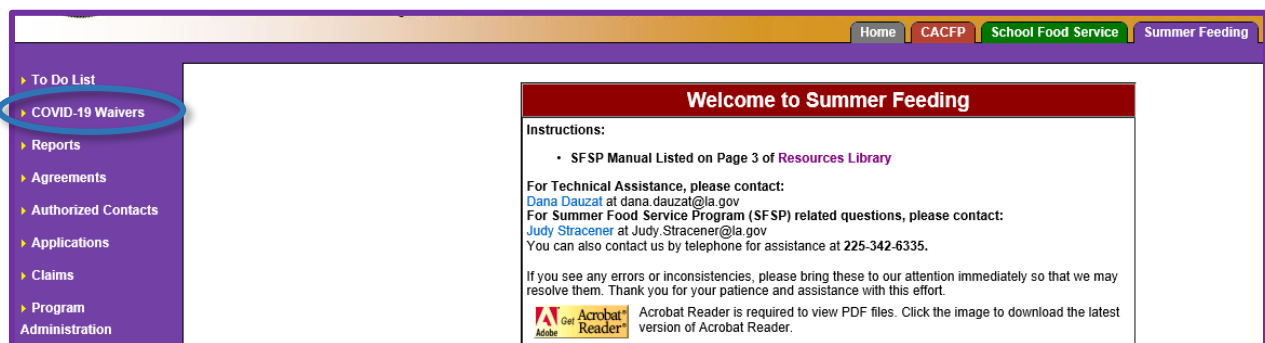
▶ To Do List
▶ **COVID-19 Waivers**
▶ Reports
▶ Agreements
▶ Authorized Contacts
▶ Forms
▶ Claims
▶ Manager Certification
▶ Seamless Waiver
▶ Verification Summary

Welcome to School Food Service Program

Important Notices and Instructions:

- [How to Access Memos, Forms, and Resources Guidance](#)
- [How to Log into the CNP Website and Create and Edit a Sponsor User Guidance](#)
- [How to Disable a Sponsor User and Reset Passwords Guidance](#)
- [How to Complete and Revise SFS Forms Guidance](#)
- [How to Submit SFS Forms Guidance](#)
- [How to Complete the Verification Summary Form Guidance](#)
- [How to Add, Edit, and Delete a Health Inspection Date Guidance](#)
- [How to Add a Meal Denial Guidance](#)
- [How to View Previous SFS Program Year Data Guidance](#)
- [How to Create an Agreement Amendment Guidance](#)
- [How to Create, Submit and Upload Data for a SFS Claim Guidance](#)
- [Menu Certification Manual](#)

For Technical Assistance, please contact:
[Dana Dauzat](mailto:Dana.Dauzat@la.gov) at dana.dauzat@la.gov
For School Food Service (SFS) related questions, please contact:
[Judy Stracener](mailto:Judy.Stracener@la.gov) at Judy.Stracener@la.gov



The screenshot shows the Louisiana Department of Education (LDE) website for Summer Feeding. The header includes the LDE logo, the CNP logo, and the text "Louisiana Department of Education". Below this, the "Our Vision" and "Our Mission" statements are displayed. The main navigation bar includes links for "Home", "CACFP", "School Food Service", and "Summer Feeding". The left sidebar contains a list of links: "To Do List", "COVID-19 Waivers", "Reports", "Agreements", "Authorized Contacts", "Applications", "Claims", "Program Administration", and "Verification Summary". The "COVID-19 Waivers" link is highlighted with a blue circle. The main content area displays a "Welcome to Summer Feeding" message and a list of "Instructions" including links to various guidance documents. At the bottom, contact information for technical assistance is provided.

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Home CACFP School Food Service Summer Feeding

▶ To Do List
▶ **COVID-19 Waivers**
▶ Reports
▶ Agreements
▶ Authorized Contacts
▶ Applications
▶ Claims
▶ Program Administration
▶ Verification Summary


Welcome to Summer Feeding

Instructions:

- [SFSP Manual Listed on Page 3 of Resources Library](#)

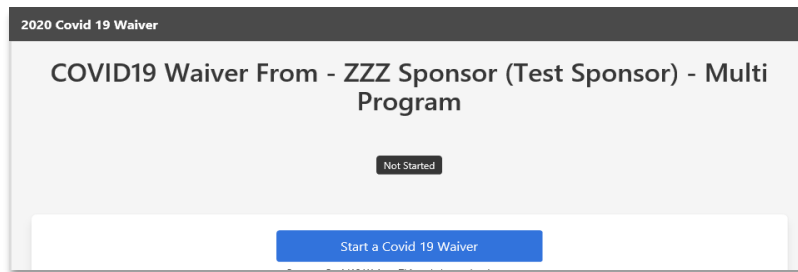
For Technical Assistance, please contact:
[Dana Dauzat](mailto:Dana.Dauzat@la.gov) at dana.dauzat@la.gov
For Summer Food Service Program (SFSP) related questions, please contact:
[Judy Stracener](mailto:Judy.Stracener@la.gov) at Judy.Stracener@la.gov
You can also contact us by telephone for assistance at 225-342-6335.

If you see any errors or inconsistencies, please bring these to our attention immediately so that we may resolve them. Thank you for your patience and assistance with this effort.

 Acrobat Reader is required to view PDF files. Click the image to download the latest version of Acrobat Reader.

2. Accessing the COVID-19 Waivers

- a. Initial waiver submission: If this is the first time a waiver is being submitted click the **Start a COVID 19 Waiver.**



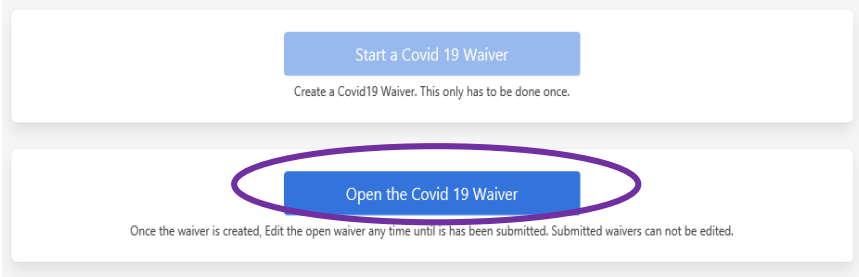
2020 Covid 19 Waiver

COVID19 Waiver From - ZZZ Sponsor (Test Sponsor) - Multi Program

Not Started

Start a Covid 19 Waiver

- b. Previously submitted & approved waivers: If a waiver was previously submitted and approval via the electronic Waiver Request Form, click **Open the COVID 19 Waiver.**



Start a Covid 19 Waiver

Create a Covid19 Waiver. This only has to be done once.

Open the Covid 19 Waiver

Once the waiver is created, Edit the open waiver any time until it has been submitted. Submitted waivers can not be edited.

3. Elect or Decline: Once the waiver screen is open the user should read each waiver carefully and either **Elect** OR **Decline** the use of each waiver from the dropdown list provided. The Meal Pattern Flexibility Waiver and the Parent/Guardian Meal Pickup Waiver require an additional selection if utilized. The user should read and check "I certify" if electing to use either of these waivers

Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children

Effective through June 30, 2020, or until expiration of the federally declared public health emergency, whichever is earlier.

What this waiver means: Children do not have to be present to pick up meals. Program operators must have a plan to ensure accountability and integrity. Requirements at 7 CFR 210.10(a), 220.2 (Breakfast) and 220.8(a), 225.2 (Meals), 225.9(d)(7), and 226.2 (Meals) are waived.

I DO wish to elect the use of this waiver. ▼

☒ I certify I have documented processes to ensure that meals are distributed only to parents and guardians of eligible children (e.g. maintaining student rosters or signed parental consents with student names), and that duplicate meals are not distributed to any child. I understand plans to identify eligible children for the parent/guardian to pick up a meal could include official letter/email/electronic application from school listing children enrolled, individual student report cards, attendance records from parent portal of the school website that include the child names, birth certificates for children not in school, or utilizing student ID cards. By opting into this waiver, I agree to provide meals to all participants in a safe and accessible manner while still maintaining program integrity and accountability.

4. Save and Submit: Once all waivers have been **elected** or **declined** the user will **Save** and **Submit** the COVID-19 waiver request. An error message will appear if all waivers are not addressed and certified where needed. The user will need to address all errors indicated to enable the save and submission button. The COVID-19 Waivers homepage will provide the submission date.
5. Revision of Waivers: If a revision or addition needs to be made the waiver request tab please email Brittany O'Bryan, Brittany.Obryan@la.gov to have the waiver released back for edits.